

**APPENDIX A**

608.04

**MANUAL OF PATENT EXAMINING PROCEDURE****37 CFR 1.94. Return of models, exhibits or specimens.**

Models, exhibits, or specimens in applications which have been abandoned, and also in other applications on conclusion of the prosecution, may be returned to the applicant upon demand and at his expense, unless it be deemed necessary that they be preserved in the Office. Such physical exhibits in contested cases may be returned to the parties at their expense. If not claimed within a reasonable time, they may be disposed of at the discretion of the Commissioner.

Upon request by applicant for the return of a model or exhibit, the model or exhibit will be returned to applicant at applicant's expense if (1) the examiner determines that it is not necessary to preserve the model or exhibit in the Office, and (2) the model or exhibit has not been earlier disposed of by the Office. A letter should be written to applicant by the examining group stating that the model or exhibit is being returned under separate cover, and the model or exhibit should be forwarded with a copy of the letter and an address label to the Mail Center for wrapping and return.

For disposition of exhibits which are part of the record, see MPEP § 715.07(d).

For plant specimens, see MPEP § 1607 and 37 CFR 1.166.

**37 CFR 1.95. Copies of exhibits.**

Copies of models or other physical exhibits will not ordinarily be furnished by the Office, and any model or exhibit in an application or patent shall not be taken from the Office except in the custody of an employee of the Office specially authorized by the Commissioner.

**608.04 New Matter****37 CFR 1.121. Manner of making amendments.**

(a) *Amendments in nonprovisional applications, other than reissue applications:* Amendments in nonprovisional applications, excluding reissue applications, are made by filing a paper, in compliance with § 1.52, directing that specified amendments be made.

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(6) No amendment may introduce new matter into the disclosure of an application.

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In establishing a disclosure, applicant may rely not only on the specification and drawing as filed but also on the original claims if their content justifies it. See MPEP § 608.01(i).

While amendments to the specification and claims involving new matter are ordinarily entered, such matter is required to be canceled from the descriptive portion of the specification, and the claims affected are rejected under 35 U.S.C. 112, first paragraph.

When new matter is introduced into the specification, the amendment should be objected to under 35 U.S.C. 132 (35 U.S.C. 251 if a reissue application) and a requirement made to cancel the new matter. The subject matter which is considered to be new matter must be clearly identified by the examiner. If the new matter has been entered into the

claims or affects the scope of the claims, the claims affected should be rejected under 35 U.S.C. 112, first paragraph, because the new matter is not described in the application as originally filed.

A "new matter" amendment of the drawing is ordinarily not entered; neither is an additional or substitute sheet containing "new matter" even though stamped APPROVED by the Draftsman and provisionally entered by the examining group technical support staff. See MPEP § 608.02(h).

The examiner's holding of new matter may be petitionable or appealable. See MPEP § 608.04(c).

For new matter in reissue application, see MPEP § 1411.02. For new matter in substitute specification, see MPEP § 608.01(q).

Note: No amendment is permitted in a provisional application after it receives a filing date.

**608.04(a) Matter Not in Original Specification, Claims, or Drawings**

Matter not in the original specification, claims, or drawings is usually new matter. Depending on circumstances such as the adequacy of the original disclosure, the addition of inherent characteristics such as chemical or physical properties, a new structural formula or a new use may be new matter. See *Ex parte Vander Wal*, 109 USPQ 119, 1956 C.D. 11, 705 O.G. 5 (Bd. App. 1955) (physical properties), *Ex parte Fox*, 128 USPQ 157, 1960 C.D. 28, 761 O.G. 906 (Bd. App. 1957) (new formula) and *Ex parte Ayers*, 108 USPQ 444 (Bd. App. 1955) (new use). For rejection of claim involving new matter, see MPEP § 706.03(o).

For completeness of disclosure, see MPEP § 608.01(p). For trademarks and tradenames, see MPEP § 608.01(v).

**608.04(b) New Matter by Preliminary Amendment**

An amendment is sometimes filed along with the filing of the application. Such amendment does not enjoy the status as part of the original disclosure in an application filed under 37 CFR 1.53(b) accompanied by a signed oath or declaration unless it is referred to in the oath or declaration filed therewith. Once an oath or declaration is submitted in an application filed under 37 CFR 1.53(b) identifying the papers which the inventor(s) has "reviewed and understands" as required by 37 CFR 1.63, the original disclosure of the application is defined and cannot be altered merely by filing of a subsequent oath or declaration referring to different papers. Where a 37 CFR 1.53(b) application is filed without a signed oath or declaration and such application is accompanied by an amendment, that amendment is considered a part of the original disclosure. The subsequently filed oath or declaration must refer to both the